



CITY OF HAVRE DE GRACE
 Department of Public Works
 711 Pennington Avenue Havre de Grace, MD 21078
 Phone: 410-939-1800 ext. 1130 Fax: 410-939-7527

**APPLICATION FOR COMMERCIAL WATER/SEWER
 AND/OR FIRE SERVICE CONNECTION TO
 CITY SYSTEM**

Address of New Service: _____

Development Name/Business Name: _____

FOR CITY USE ONLY		
Date Rec'd: _____	Application No.: _____	Billing Code: _____
Hook-up Charge Amount: _____	Date Charges Paid: _____	
Water Contract #: _____	Sewer Contract #: _____	

Note: This application shall be submitted to the Department of Public Works at 711 Pennington Ave, Havre de Grace, Maryland 21078. If any part of this application is incomplete, the City will return the entire package to the Applicant.

Please print all of the information required on this form.

Checklist for information to be submitted with this Application:

- _____ Copy of Site Plan letter approved by City of Havre de Grace Department of Planning and Zoning if applicable to this project.
- _____ One (1) set mechanical/plumbing drawings with all interior and exterior fixtures, including any and all specialized water-using equipment, clearly shown. If this is a spec building, future use is known, and there are no plumbing plans at this time, please provide a letter stating this.
- _____ Detailed drawings of fire service including pipes, valves, hydrants, tanks, openings, sprinklers or other fixtures (minimum scale of 1" = 20'), including maximum gpm. **Fire flows to be sealed by a professional engineer licensed in the State of Maryland.**
- _____ One (1) set of on-site water and sewer drawings (minimum scale of 1" = 20').
- _____ Completed Fixture Count form
- _____ Completed Pretreatment Division Industrial Discharge Survey Questionnaire form
- _____ Completed In-side Meter License Agreement Application

PROPERTY AND SERVICE INFORMATION

Address of New Service: _____

Tax Map: _____ Parcel: _____ Lot: _____

Type of Construction: (select one from below)

New

Retrofit/Addition

Hazardous Classification: _____

BUSINESS INFORMATION

Name of Business to Reside at Site of this Application: _____

Name of Business Owner: _____

Address: _____

Phone Number: _____ Email: _____

PROPERTY OWNER INFORMATION

Name of Property Owner: _____

Address: _____

Phone Number: _____ Email: _____

ENGINEER/ARCHITECT INFORMATION

Company Name: _____

Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

PLUMBER/CONTRACTOR INFORMATION (Complete this information if known)

Company Name: _____

Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

DOMESTIC WATER SERVICE REQUESTED

Is There an Existing Water Service?

Yes Size of Existing Water Service: _____

No Size of Proposed Domestic Service Line: _____

Estimated Normal Operating Flow Rate: _____ (gallons per minute)

Estimated Peak Instantaneous Flow Rate: _____ (gallons per minute)

Meter Setting Location (choose one)

City of Havre de Grace reserves the right to determine location of the meter setting i.e. inside/outside setting.

Inside Building Meter License Agreement

Outside Vault (vaults for meters 1 1/2" and larger must be placed in a Utility Easement)

IRRIGATION SYSTEM (Please provide Irrigation equipment specifications for review with this form)

Estimated Normal Operating Flow Rate: _____ (gallons per minute)

No. of Zones: _____ Max No. Heads per Zone: _____ gpm per Head: _____

No. of Zones that operate simultaneously: _____

Meter Size: _____ (if separate meter is requested for irrigation)

Irrigation Meter Setting Location (choose one)

Inside Building Meter License Agreement

Outside Vault - to be located in it's own to be located in same vault with domestic

<p>TO BE COMPLETED BY CITY OF HAVRE DE GRACE</p> <p>Size and Type of Domestic Meter and/or Irrigation Meter: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Size and Type of Backflow Prevention (if required): _____</p> <p>_____</p> <p>Onsite Utilities Under Plumbing Permit and Joint Inspection (check if required): <input type="checkbox"/></p> <p>_____</p>
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FIRE SERVICE

I. Fire System General Information

No. of Floors: _____
Height of Bldg. from Curb to Highest Floor Elevation _____ (ft.)
Area Covered by Sprinkler System: _____ (sq. ft.)
No. of Private Fire Hydrants (if applicable): _____
No. of Hose Reels (if applicable): _____
No. of Stand Pipes (if applicable): _____

II. Fire System Demands

Total Sprinkler System Demands _____ (gpm)
Total Private Fire Hydrant Demand (if applicable) _____ (gpm)
Total Hose Reel Demand (if applicable) _____ (gpm)
Total Stand Pipe Demand (if applicable) _____ (gpm)

Maximum Fire Flow Requested (peak instantaneous demand): _____ (gpm)

I certify the above reported fire flow information to be accurate.

Signature

Title

Phone

Name: _____ License #: _____

Fire Meter/Backflow Preventer Location
(choose one – if Fire Meter is required)

- Inside Building Meter License Agreement
- Outside Vault - to be located in its own vault
- to be located in same vault with domestic meter

(Vaults for meter 1 1/2" and larger must be placed in Utility Easement)

Professional Engineer Seal

TO BE COMPLETED BY CITY OF HAVRE DE GRACE

Type of Fire Service: Combined Separate

Size and Type of Fire Meter: _____

Size and Type of Backflow Prevention: _____

SEWER SERVICE

Is there an Existing Sewer Service?

Yes Size of Existing Sewer Service: _____

No Size of Proposed Sewer Service Line: _____ (6" Service Size Minimum)

TO BE COMPLETED BY CITY OF HAVRE DE GRACE
City Comments: _____

STATE HIGHWAY UTILITY PERMIT

Is a permit required for this work? _____

If yes, who will apply?

City of Havre de Grace Engineer

CONDITIONS OF AND PROCEDURE FOR APPROVAL/ACCEPTANCE

1. A pre-application meeting is required for all new customers or a redevelopment of an existing customer who is required to complete a commercial service application. It is the Department's intent to have the consultants pre-schedule this meeting with the Director who will then coordinate having maintenance personnel in attendance. Please contact the office of the Director of Public Works for Commercial Service Application processing at 410-939-1800 to have your meeting scheduled.
2. The City shall review and comment on site drawings. One (1) mark-up shall be returned to the Engineer as designed above for corrections. When drawing is corrected, the Engineer must resubmit to the City for four (4) copies of the corrected drawing along with the mark-up. After approval of the Commercial Service Application, the process will be as follows:
3. After approval of the Commercial Service Application, the process will be as follows:
 - a. Capital Cost Recovery and Hook-up charges will be paid in full at time of building permit.
 - b. Contractor will:
 - i. **Contact Water and Sewer Department at (410) 939-2006 ext. 2103, a minimum of forty-eight (48) hours in advance to schedule a Pre-Construction Conference. Contractor(s) responsible for work under this commercial application will be in attendance with copy of approved application, site plan and contract drawings.**
 - ii. Contact the Water and Sewer Department at (410) 939-2006 ext. 2103, a minimum of twenty-four (24) hours before starting work.
 - iii. Contact State Highway Administration at (410) 321-2840, a minimum of forty-eight (48) hours prior to construction for any work involved in a State Highway Right of Way
 - iv. Contact Miss Utility at (800) 257-7777, a minimum of forty-eight (48) hours prior to construction
 - c. The work shall be accomplished under the inspection of the Water and Sewer Department
 - d. The Business/Property Owner(s) agree(s) to reimburse the City for all inspection costs incurred by the City after hours.
 - e. **NO WORK SHALL COMMENCE PRIOR TO THE PRE-CONSTRUCTION CONFERENCE.**
4. Meter vaults shall be installed in an area dedicated as City easement. If a meter vault is used, a prepared easement document will be submitted with this application. The applicant shall prepare the easement documents. The vaults shall be dedicated to the city of Havre de Grace, and the City shall be responsible for maintenance of the vault and its appurtenances after final acceptance by the City of the facilities installed under this application. **The Business/Property Owner(s) agree(s) to reimburse City for any maintenance work required during the first year of operation after date of Final Inspection approval. The City reserves the right to determine the location of the meter setting, i.e. an inside/outside meter setting.**
5. Business/Property Owner(s) assure(s) that all fire service fixtures shall be closed and sealed and used only in the event of a fire.
6. The Business/Property Owner(s) agree(s) that the City of Havre de Grace shall not be considered, in any manner, an insurer of the serviced property or persons and shall hold harmless the City from any and all claims for damages for any alleged injury to property or person by reason of fire, water, failure to supply water or pressure inspection or for any other related matter arising from the providing of the applied for services.
7. The Business/Property Owner(s) agree(s) that the staff of the Department of Public Works shall have the right to enter the premises of the Business/Property Owner(s) at any reasonable time for the purpose of making such inspections to verify the proper installation of water and/or sewer connection(s) and appurtenances, assure proper use of service fixtures, to verify actual fixture count values, and to make necessary repairs and maintenance of the City of Havre de Grace owned equipment.
8. **The Business/Property Owner(s) will notify the Department of Planning and Zoning at**

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ext. 1102, a minimum of seventy-two (72) hours prior to the request for a Use and Occupancy Permit. If additional plumbing fixtures have been installed since issuance of a building permit, the adjusted water and sewer hook-up charges must be paid prior to issuance of Use and Occupancy Permit.

- 9. Business/Property Owner(s) agree(s) to obtain approval from the City for any modifications made at any time pertaining to the approved commercial application and/or site plan.**
10. The Business/Property Owner(s) agree(s) to pay any charges for service as adopted by the Havre de Grace City Council and to pay any fees established in the Rules and Regulations of the Division of Water and Sewer for violation of the above stipulations.
11. The City of Havre de Grace maintains the right to discontinue the domestic or fire service upon written notice given fifteen (15) days in advance for violation of any of the above stipulations.
12. For all projects utilizing a meter 1 1/2" in size or larger, prior to final inspection, property owner shall complete and submit a final acceptance package and a maintenance security in an amount equal to ten percent (10%) of the cost of the work done under this application. The maintenance bond shall be for a term of one (1) year from the date the project acceptance is fully executed.
13. The Havre de Grace City Code strictly prohibits the discharge of infiltration (groundwater) or inflow (storm water) into the sewer system. The City Code provides Havre de Grace the authority to issue civil fines for any person(s) who discharges or allows such prohibited discharges.

REVIEWED FOR APPROVAL

WATER AND SEWER MAINTENANCE

DPTY. DIRECTOR OF STREETS, FACILITIES, WATER DISTRIBUTION
& PARKS

DATE

WATER AND WASTE WATER OPERATIONS (IF APPLICABLE)

SUPERINTENDENT OF WASTE WATER TREATMENT PLANT
INDUSTRIAL PRE-TREATMENT

DATE

WATER AND SEWER ADMINISTRATION & ENGINEERING

W&S ADMINISTRATION REVIEW

DATE